

Forms:

- a. Application Submission Checklist**
- b. Landowner Protest Form**
- c. Registered Voter Protest Form**
- d. Campaign Disclosure Form**

Attachment 2

APPLICATION SUBMISSION CHECKLIST

- Initiating Document:
 - Resolution of Application (2 certified copies with original signature of Clerk/Secretary)
 - If proposal is anticipated to be processed as having 100% landowner consent, two copies of the signed consent form will be required.
 - OR**
 - Landowner or Registered Voter Petition Initiating Change (completed original petition plus one copy) with a copy of the "Notice of Intention to Circulate".
- LAFCO Application and Preliminary Environmental Description Form (3 hard copies and one electronic copy) with one of the following supplements:
 - Annexation, Detachment, Reorganization Supplement Form (3 copies)
 - Sphere of Influence Change Supplement Form (3 copies)
 - City Incorporation Supplement Form (3 copies)
 - Formation of a Special District Supplement Form (3 copies)
 - Activation of Latent Powers for Special Districts Supplement Form (3 copies)
- Map and Legal Description (7 copies of the map, 2 copies of the legal description and an electronic copy of each in compliance with LAFCO Standards)
- Campaign Disclosure Form (2 copies)
- Pre-zoning resolution or ordinance, including a full copy of the City Council agenda item (2 copies)
- Environmental Review Documents (two sets required unless otherwise indicated and electronic copy) - minimum submission requirements for environmental review documents are:
 - CEQA Exemption** - Copy of stamped Notice of Exemption;
 - Negative Declaration** - Initial Study, Notice of Availability with Distribution Listing, Negative Declaration, Mitigation Monitoring Plan (if applicable), and a copy of stamped Notice of Determination including a copy of receipt showing payment of State Department of Fish and Wildlife filing fees.
 - Environmental Impact Report** - Initial Study, Notice of Preparation, Draft EIR, Final EIR, Mitigation Monitoring Plan, Statement of Overriding Considerations, Resolution Certifying the Final EIR, and a copy of stamped Notice of Determination including a copy of receipt showing payment of State Department of Fish and Wildlife filing fees.
- Filing Fees as calculated below:
-
-

WORKSHEET TO CALCULATE LAFCO FILING FEES
(Use in conjunction with LAFCO Schedule of Fees and Charges)

1. LAFCO Fee (Dependent on Proposal Type/Acreage) \$ _____

Annexation, detachment, reorganization and sphere of influence fees are assessed for each area within a proposal based upon acreage. A single area means any separate geographical area requiring a legal description. A "single area" does not include two areas that are contiguous only at a point, or two or more areas that are contiguous to an existing boundary of a city or district, but not to each other.

(Example for City: Annexation of 18 acres on the east side of a City and 161 acres on the west side to be annexed in one proposal – calculation – 1 x \$5,500 (under 20 acres) plus 1 x \$9,000 (over 150 acres) = \$14,500 fee)

# of Areas _____	x	\$ _____ (Appropriate acreage fee)	=	\$ _____
# of Areas _____	x	\$ _____ (Appropriate acreage fee)	=	\$ _____
# of Areas _____	x	\$ _____ (Appropriate acreage fee)	=	\$ _____

2. Individual Notice Deposit \$700

4. Environmental Review Deposit/Fee \$750

5. Legal Fee Deposit \$ _____

Calculation:

\$1,150 -- Jurisdictional Change (applicable to actions identified under Item A, #1 through #7, except as noted below)

\$ 575 – Jurisdictional Change (City island annexations pursuant to Government Code Section 56375.3 and Service Contracts Item B #1, #2, #4)

\$ 0 – Jurisdictional Change (Item A #3c)

TOTAL FEES DUE AT TIME OF APPLICATION SUBMISSION: \$ _____

(If you need help in determining your fees, please contact the LAFCO staff for assistance at (909) 383-9900. All checks to be made payable to LAFCO.)

Please note: Disclosure of contributions in support of or in opposition to any LAFCO proposal is required by State law. The Fair Political Practices Commission (FPPC) is responsible for enforcement of these disclosure requirements. Questions may be directed to the FPPC at:

Fair Political Practices Commission
428 J Street, Suite 620
Sacramento, CA 95814
1-866-ASK-FPPC (1-866-275-3722)
www.fppc.ca.gov

LANDOWNER PROTEST PETITION

I, (We), the undersigned Landowner(s) in accordance with the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, commencing with Government Code Section 56000, do hereby protest:

Each of the Undersigned states:

1. I personally signed this protest petition.
2. I am a landowner within the affected territory.
3. I personally affixed hereto the date of my signing and the Assessor's Parcel Number(s) such that the location of the property is readily ascertainable.

The landowner must sign his/her name, provide the residence address, and the date of signing in his/her own handwriting. The parcel number of the land included within the proposal for which protest is provided must be included. If signing on behalf of a business or corporation, documentation must be attached showing ability to sign as legal representative for that enterprise.

SIGN NAME _____ PRINT NAME _____	ADDRESS _____	DATE _____	PARCEL NUMBER _____
SIGN NAME _____ PRINT NAME _____	ADDRESS _____	DATE _____	PARCEL NUMBER _____
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CONTINUATION PAGE FOR LANDOWNER PROTEST PETITION

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REGISTERED VOTER PROTEST PETITION

I (We), the undersigned registered voter(s), in accordance with the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, commencing with Government Code Section 56000, do hereby protest :

Each of the Undersigned states:

1. I personally signed this protest petition.
2. I am a registered voter within the affected territory.
3. I personally affixed hereto the date of my signing and my residence address on this petition.

The voter must sign his/her name exactly as it appears on the voter registration rolls, residence address, and the date of signing in his/her own handwriting. RESIDENCE means a number and a street address or description sufficient for the Registrar of Voters to locate property on a map. Post Office Box numbers or Route numbers CANNOT BE USED AND WILL NOT BE ACCEPTED.

SIGN NAME _____ PRINT NAME _____	RESIDENCE ADDRESS _____	DATE _____	FOR ROV USE ONLY
SIGN NAME _____ PRINT NAME _____	RESIDENCE ADDRESS _____	DATE _____	FOR ROV USE ONLY
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CONTINUATION PAGE FOR REGISTERED VOTER PROTEST PETITION

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SIGN NAME _____ PRINT NAME _____ _____	RESIDENCE ADDRESS	DATE	FOR ROV USE ONLY

Disclosure of Political Expenditures

Effective January 1, 2008, political expenditures related to a proposal for a change of organization or reorganization that will be or has been submitted to LAFCO are subject to the reporting and disclosure requirements of the Political Reform Act of 1974 and the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

Please read carefully the following information to determine if reporting and disclosure provisions apply to you.

- Any person or combination of persons who, for political purposes, directly or indirectly contributes \$1,000 or more, or expends \$1,000 or more in support of, or in opposition to a proposal for a change of organization or reorganization that will be submitted to the Commission, shall disclose and report the contribution to the Commission pursuant to the requirements of the Political Reform Act of 1974 (Government Code Section 81000 *et seq.*) as provided for local initiative measures, and Section 56700.1 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.
- Pursuant to Government Code Section 57009, any person or combination of persons who directly or indirectly contributes \$1,000 or more, or expends \$1,000 or more in support of, or in opposition to, the conducting authority proceedings for a change of organization or reorganization, must comply with the disclosure requirements of the Political Reform Act of 1974, (Government Code section 81000 *et seq.*). Applicable reports must be filed with the Secretary of the State and the appropriate city or county clerk. Copies of the report must also be filed with the San Bernardino County Executive Officer for LAFCO.

Evaluation Checklist for Disclosure of Political Expenditures

The following checklist is provided to assist you in determining if the requirements of Government Code Sections 81000 *et seq.* apply to you. For further assistance contact the Fair Political Practices Commission at 428 J Street, Suite 450, Sacramento, CA 95814, (866) 275-3772, or at <http://www.fppc.ca.gov>.

1. Have you directly or indirectly made a contribution or expenditure of \$1,000 or more related to the support or opposition of a proposal that has been or will be submitted to LAFCO?

Yes

No

Date of contribution: _____

Amount: _____

Name/ Ref. No of LAFCO Proposal: _____

Date proposal was submitted to LAFCO: _____

2. Have you, in combination with other person(s), directly or indirectly contributed or expended \$1,000 or more related to the support or opposition of a proposal that has been or will be submitted to LAFCO?

Yes

No

Date of contribution: _____

Amount: _____

Name/ Ref. No of LAFCO Proposal: _____

Date proposal was submitted to LAFCO: _____

3. If you have filed a report in accordance with FPPC requirements, has a copy of the report been filed with San Bernardino County LAFCO?

Yes

No

CAMPAIGN DISCLOSURE REQUIREMENTS

1. Definitions

- a. "Contribution" as used herein shall have the same definition as provided in Government Code Section 82015, as amended.
- b. "Expenditure" as used herein shall have the same definition as provided in Government Code Section 82025, as amended.
- c. "Independent expenditure" as used herein shall have the same definition as provided in Government Code Section 82031, as amended, except that the term "measure" as used in Section 82031 shall be replaced with the term "proposal for organization or reorganization."
- d. "Political Purposes" as used herein shall mean for the purpose(s) of:
 - (i) Influencing public opinion;
 - (ii) Lobbying public officials; and/or,
 - (iii) Influencing legislative or administrative action as defined in Government Code § 82032.

It shall not include for the purpose(s) of complying with legal requirements and LAFCO rules for the processing of a proposal, including, but not limited to and by way of example only, preparation of a comprehensive fiscal analysis for an incorporation (Government Code Section 56800) or documents necessary to comply with the California Environmental Quality Act, Public Resources Code Section 21000 et seq., such as a mitigated negative declaration or environmental impact report.

2. Disclosure Requirements for Petitions for Proposals for Organization or Reorganization

- a. Any person or combination of persons who directly or indirectly makes an expenditure or independent expenditure for political purposes of \$1,000 or more in support of, or in opposition to, a change of organization or reorganization submitted to the commission to which Government Code Section 56700.1 applies, shall comply with the reporting and disclosure requirements of the Political Reform Act (Government Code §§ 81000 et seq.), to the same extent and subject to the same requirements as for local initiative measures. Such reporting and disclosure requirements, except as otherwise excluded herein, extend to those required by the Fair Political Practices Commission Regulations regarding such disclosures and shall include disclosure of contributions, expenditures and independent expenditures.
- b. Disclosures made pursuant to this Section shall be filed with the commission's executive officer as designated in Section 5 below.
- c. For purposes of determining the deadlines by which such reports and disclosures must be filed, the term "election" as used in the Political Reform Act for determining such deadlines shall mean the date of the originally scheduled commission hearing on a proposal for organization or reorganization. If no hearing date has been scheduled at the time a person becomes subject to disclosure under this policy, he or she shall request that the executive officer establish a date to serve as the "election" date for this purpose. The executive officer shall establish a date, such as, but not limited to, the date which is six (6) months after the first filing with the commission regarding the proposal, and inform the requestor of that date in writing.
- d. In the event the originally scheduled hearing date for the proposal for organization or reorganization is rescheduled or continued to a later date, the obligation to file continues. Reports shall be filed on or before the 10th day of each month following the original hearing date with respect to contributions and expenditures received in the previous calendar month up to and including the third calendar month following final action by the commission on the proposal.

3. Certain Reports and Disclosures Excluded

This policy requires only that the persons subject to it disclose via reports to the commission's executive officer contributions, expenditures and independent expenditures with respect to expenditures for political purposes related to a petition to the commission for a proposal for an organization or reorganization and does not impose on such persons the regulations regarding the names of campaign committees, disclosures of the sources of mass mailings, and disclosures of the source of automated telephone calls under Government Code Sections 84501 et seq. and the regulations of the Fair Political Practices Commission implementing those sections.

4. Where to File

All reports and disclosures required hereunder shall be filed with the commission's executive officer.